

COVER LETTER FOR TEACHER SURVEY

MATHEMATICA

Policy Research, Inc.

P.O. Box 2393

Princeton, NJ 08543-2393

Telephone (609) 799-3535

Fax (609) 799-0005

www.mathematica-mpr.com

[DATE]

Dear [Teacher's Name]:

Thank you very much for participating in the Study of Secondary Math Teachers from Alternative Routes to Certification, sponsored by the U.S. Department of Education. This important study can help schools understand how different teacher preparation programs contribute to the preparation of math teachers.

As part of the study, we are conducting a survey of teachers to learn about how teachers differ in their demographic characteristics, educational backgrounds, professional experiences, and teaching preparation. Enclosed is the survey we would like you to complete, which should take you less than 30 minutes. Also enclosed are instructions on how to complete the survey on the web, on paper, or by telephone.

We will mail you a check for \$30 in appreciation of your participation upon receipt of your completed survey. The information you provide through this survey will be kept strictly confidential and will not be shared with anyone outside the study team. District officials, principals, and school staff will not have access to the survey data. Responses will be presented only in aggregate and will not be identified by individual or school.

Your participation is voluntary but very important. If you choose to complete the paper version of the survey it can be returned to us in the enclosed postage-paid envelope, [or we will collect it in person during our upcoming scheduled student testing session. If you are unable to complete the survey prior to the testing session, you can complete the survey while your students are taking their math assessment (HIGH SCHOOL TEACHERS ONLY)].

If you have any questions or concerns about the study or the survey, please do not hesitate to call me toll free at (XXX) XXX-XXXX or at 609-275-2293 or email me at ksonnenfeld@mathematica-mpr.com. Thanks again for your cooperation and support of this important study.

Sincerely,